

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Secretary		
TITLE CODE: 1402	SERIES: Secretarial/Office Coordination	
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$8.90-\$10.93 GRADE: 10 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.	
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Director or other appropriate supervisor		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides typing and clerical support requiring the application of specialized clerical techniques and the exercise of independent judgment and initiative in the completion of complex and comprehensive work assignments and performs related work as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School or GED

EXPERIENCE: Two (2) years of experience in secretarial, clerical, and general office duties of routine difficulty.

SUBSTITUTION CLAUSE:

EDUCATION:

EXPERIENCE: Education in the field of Business Administration, Public Administration, Accounting, Public Health, Community health or a closely related field may substitute for the required experience on a year for year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Types bulletins, manuals, narratives, and other documents using technical terminology, completes form letters and composes routine correspondence, screens telephone calls, personal visitors and incoming mail, assures uniformity of office correspondence, may coordinate the clerical work of the office, maintains supervisor's calendar, gathers narrative and statistical data, forms and documentation from a wide variety of sources, evaluates and collates bodies of data into pertinent categories and arranges into proper format, may keep a budget, posting all authorizations and expenditures and keeping supervisor advised of balance and establishes and maintains various office files under moderate supervision.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 07/21/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.